

# Tennessee Board of Court Reporting

Administrative Office of the Courts  
Nashville City Center, Suite 600  
511 Union Street  
Nashville, TN 37219  
615/741-2687 or 800/448-7970  
FAX 615/253-2922

Attach  
**PHOTOGRAPH**  
Approx 2x2 of head  
and shoulders only  
taken within the last  
six months

## APPLICATION FOR TENNESSEE COURT REPORTER LICENSE

Name \_\_\_\_\_  
(Last) (First) (Middle)

☐ Residential Address: \_\_\_\_\_ City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

☐ Business Address: \_\_\_\_\_ City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Indicate address you wish to be published.

Home Phone: \_\_\_\_\_ Business Phone \_\_\_\_\_ Other: \_\_\_\_\_

County: \_\_\_\_\_ E-mail: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ D.O.B: \_\_\_\_/\_\_\_\_/\_\_\_\_ (mm/dd/yyyy) ( ) Male ( ) Female

Certified method of reporting: \_\_\_\_ Voice Writer \_\_\_\_ Machine Shorthand \_\_\_\_ Other \_\_\_\_\_

I am applying for license based on the requirements of the Tennessee Board of Court Reporting.

\_\_\_\_ Check if you are applying for reinstatement of license.

Circle designation to which you are submitting proof of passage and current active status.

NCRA Designation: RPR RMR RDR CRR other \_\_\_\_\_

NVRA Designation: CVR CM RVR other \_\_\_\_\_

AAERT Designation: CER CET CERT

### COURT RELATED EMPLOYMENT

List in chronological order beginning with current. Attach separate sheet if additional space is needed.

Name and Address of Employer	Beginning/Ending Dates of Employment	Position Title	Phone (area code and number)

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**EDUCATION** List details of highest level attained.

High School	City, State	Dates Attended	Graduation Date	Major
University/College	City, State	Dates Attended	Graduation Date	Major
Other/Court Reporting School	City, State	Dates Attended	Graduation Date	Major

**LICENSES**

State	License Type	Date of Issue	Status	
			Active	Inactive
			Active	Inactive
			Active	Inactive
			Active	Inactive

**DISCLOSURE** If you answer "Yes" to any of the following, attached a separate sheet giving complete explanation, dates, locations & disposition.

Have you ever been disciplined or had your license revoked or suspended by any state license entity?

Yes    No

Are you currently under investigation by any state license entity or any court reporting association?

Yes    No

Have you ever been convicted of a crime (other than a minor traffic violation), felony or misdemeanor?

Yes    No

**Affidavit of Applicant**

I authorize and request every person, community, governmental agency (local, state, Federal, or foreign), court, association, institution, or any other organization having control of any documents, records or other such information pertaining to me, to furnish to the Tennessee Board of Court Reporting any such documents and records regarding charges or complaints filed against me, formal or informal, pending or closed, or any other pertinent data and permit the Tennessee Board of Court Reporting, or any of its agents or representatives, to inspect and make copies of such documents, records and other information, in connection with this application, subsequent to practice thereunder.

I authorize and consent to have an investigation made as to my moral character, professional reputation and fitness to practice as a Court Reporter. I agree to give any further information that may be required in reference to my past record. I understand that I will not receive a copy of the report or know its contents and I further understand that the contents of the investigative report will be privileged unless determined otherwise by the Board or a Court Order.

I authorize and request the Tennessee Board of Court Reporting to obtain any criminal history information concerning me from any authorized law enforcement agency including but not limited to the Tennessee Bureau of Investigation (TBI), and the National Crime Information Center (NCIC).

I hereby release, discharge and exonerate the Tennessee Board of Court Reporting for any and all liability of every nature and kind arising out of the furnishing or inspections of such documents, records or other information or any investigation made by the Tennessee Board of Court Reporting as it relates to me or to this application.

I, \_\_\_\_\_, acknowledge and state that all of the information supplied in this application is true and correct to the best of my knowledge, that the photograph submitted herein is a true likeness of myself, and that I have read and am familiar with the Rules and Regulations pertaining to the licensure of Court Reporters in the State of Tennessee. I acknowledge that any false or untrue statements or representation made in this application may result in the denial or revocation of any license to practice court reporting granted to me and criminal prosecution to the fullest extent of the law.

\_\_\_\_\_  
Applicant's Signature

Sworn to and subscribed before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

\_\_\_\_\_  
Notary Public  
My commission expires: \_\_\_\_\_

Seal

Your application will be processed within thirty (30) days of the date this application and any supporting documentation is received. Please send two separate checks to the

Tennessee Board of Court Reporting  
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Nashville, TN 37219

Application Fee \$50.00 (non refundable)

License Fee \$ 183.37 (prorated if less than 24 months)

Reinstatement of License Fee \$ 500.00

In the event your application is declined the license fee will be returned by mail.

